

PowerPoint Class – Spring 2015

Here are some things to remind you what we covered in class.

Open PowerPoint:

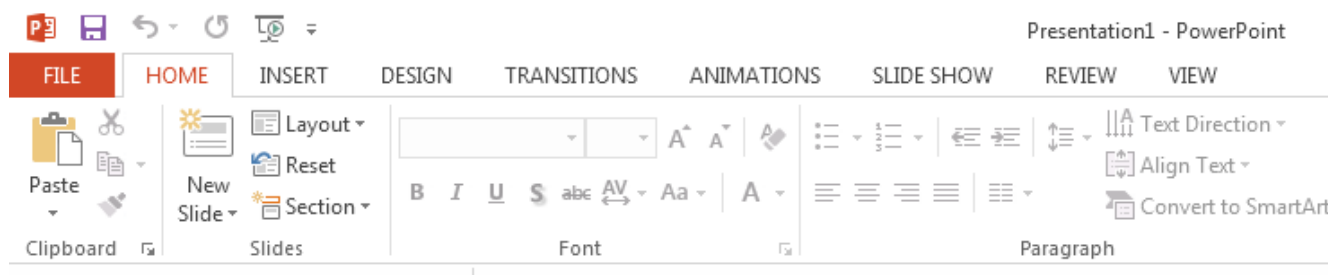
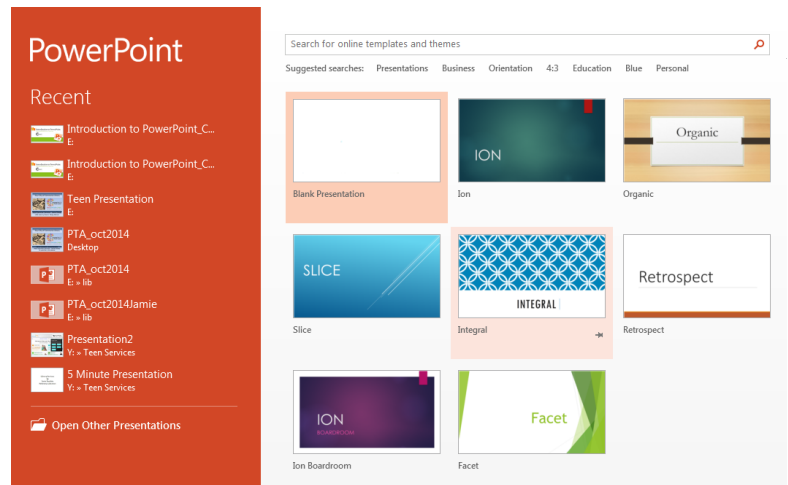
- First, click **Start** in the lower left corner
- Click **All Programs**
- Click **Microsoft Office**
- Click **PowerPoint**

Create a new presentation:

- Click on **Blank Presentation** or select a template

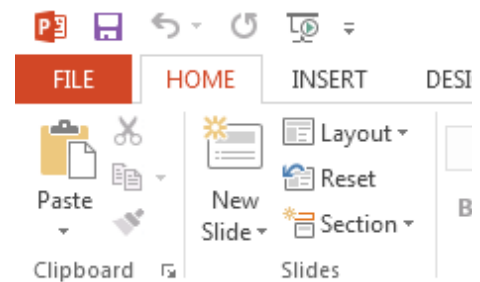
Top Ribbon/Menu

- Your top ribbon is made up of 8 tabs or menus:
 - o Home
 - o Insert
 - o Design
 - o Transitions
 - o Animations
 - o Slide Show
 - o Review
 - o View
- This is where you add new slides, add text, insert pictures, or add animations



Create your slides:

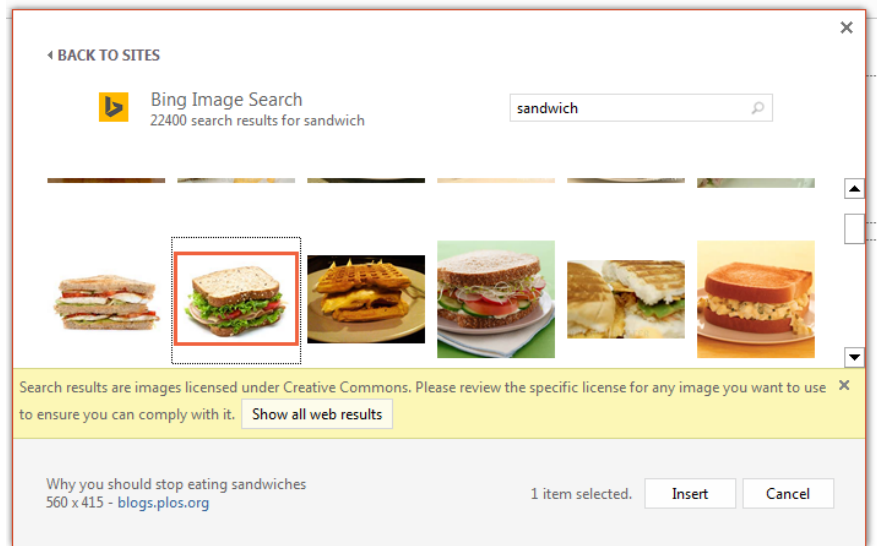
- On your title slide – type your Title and your Subtitle (if you have a subtitle)
- Add a new slide by clicking **New Slide** on the Top Ribbon under the **Home** tab
- Add titles to each slide and text as desired by using the automatic text boxes that appear on the new slide



PowerPoint Class – Spring 2015

Insert a picture:

- Click on the **Insert** tab of the Top Ribbon
- Click **Online Pictures**
- Search for pictures (examples: baseball, sandwiches, elephants, etc.)
- Select the picture you'd like
- Click on **Insert**

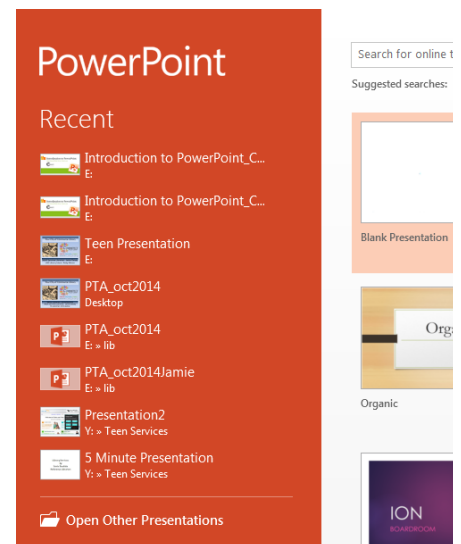


Save your presentation:

- Click on **File** in the top left corner of the screen
- Click **Save As**
- Click **Computer** and select where you'd like to save your file (My Documents, Desktop, etc.)
- Give your document a name and click **Save**

Open your presentation:

- First, click **Start** in the lower left corner
- Click **All Programs**
- Click **Microsoft Office**
- Click **PowerPoint**
- Choose a recent presentation or click on **Open Other Presentations**
- If you select **Open Other Presentations**, click on **Computer** and select where you saved your file (My Documents, Desktop, etc.)



Display your presentation:

- Click on the **Slide Show** tab on the Top Ribbon
- Click **From Beginning** to begin your slide show from your first slide

